

Accessible Instructional Materials (AIM)



What Are the LEA Responsibilities?

1. Develop, adopt and implement district policies and procedures on the acquisition of specialized formats for students with print disabilities in a timely manner (same time as students without disabilities).
2. When the district adopts and purchases new textbooks and core related instructional materials, the district must request that the publisher provide a NIMAS fileset to the NIMAC. In addition, the district should also:
 - a) maintain a textbook for all students,
 - b) ask the publishers if specialized formats are available for purchase, or
 - c) negotiate with the publisher for the rights to make specialized formats.
3. Identify a Digital Rights Manager for the district who will do the following:
 - Guarantee that the materials are being provided to and used by qualified students
 - Work with the Iowa Department for the Blind to obtain textbooks and core related instructional materials in specialized formats for eligible students under the Copyright Act as Amended (Chafee Amendment)
 - Work with the district textbook adoption committee
 - Serve as a member of the IEP or Section 504 Team, when appropriate
 - Work with the AEA to obtain appropriate specialized formats for students
 - Keep accurate records about:
 - Certification of student eligibility
 - What materials have been ordered and when provided to which students
 - Persons who have signed off that they understand that specialized formats are provided for use by a particular student who is qualified to receive the formats
 - Documentation of appropriate storage and destruction of accessible instructional materials after use or at the end of the school year

Resources

Iowa Department for the Blind: <http://www.blind.state.ia.us>

Center for Applied Special Technology: <http://www.CAST.org>

Office for Civil Rights: <http://www.ed.gov/policy/rights/reg/ocr/index.html>